

Pepper Drive Middle School Handbook

We are C.O.R.E.-Challenging Ourselves to Reach for Excellence!

Pepper Drive School strives to challenge ourselves to think with depth, move with purpose, and create with imagination as we reach for excellence on our journey toward a college and career-bound future.

1935 Marlinda Way • El Cajon, CA 92021
Main Office: (619) 956-5100 • Fax: (619) 956-5114

24-Hour "Parent Link" Attendance Line: (619) 258-2205

Web Address: www.santeesd.net/pd

School hours:
8:30 am to 2:46 pm (4-8)
8:30 am to 1:05pm (Minimum Day)

Students should NOT arrive earlier than 8:00 am or remain on campus later than 3:00 pm unless they are participating in a supervised school activity.

Principal: Mr. Hooks

Vice Principal: Ms. Locke



PEPPER DRIVE MIDDLE SCHOOL POLICIES AND PROCEDURES

This handbook contains information and procedures specific to Pepper Drive Middle School. Additional information about the items below can be found in the K-8 handbook, available in the school office or on the school webpage.

PEPPER DRIVE MIDDLE SCHOOL TEACHING STAFF

Tori Bryant	tori.bryant@santeesd.net
Mary Hayward	mary.hayward@santeesd.net
Barb Knoll	barb.knoll@santeesd.net
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Amanda Kelso	amanda.kelso@santeesd.net
Corinne Reid	corinne.reid@santeesd.net

PEPPER DRIVE OFFICE STAFF

Ted Hooks	Principal	619-956-5100	ted.hooks@santeesd.net
Summer Locke	Vice Principal	619-956-5100	summer.locke@santeesd.net
Chasity Forster	Dean of Students	619-956-5100	chasity.forster@santeesd.net
Julia Hauner	Secretary	619-956-5100	julia.hauner@santeesd.net
Tracey Pharoah-Stone	Attendance	619-956-5105	tracey.pharoah-stone@santeesd.net
Dorothy Martin	Health Clerk	619-956-5104	dorothy.martin@santeesd.net
Attendance Line		619-258-2205	

STEPS TO SUCCESS

- Believe in yourself! The most important tool for success is the belief that you can succeed!
- Seek the help if you find yourself having problems with anything.
- Be prepared with all necessary materials.
- Get involved! Look for someone you can help in school. We are part of a team that is working for success.
- Be responsible in all aspects of your education. Have needed materials, complete all assignments to the best of your ability, and participate in class by asking questions and participating in discussions.
- Be at school, on time, every day.

CHECKING GRADES ONLINE

Each student and family has the opportunity to monitor and check grades online through PowerSchool. As assignments are graded, scores are posted to display each child's individual progress. However, due to the number of assignments and students, grades are not typically input daily. Checking grades online regularly is beneficial to your child's educational performance. Weekly checks of PowerSchool can be helpful for any student or family to help continuously monitor progress. If a family is ever concerned about a child's progress over the course of the trimester, please contact the teacher to discuss details about the class.

Directions to Check Grades on PowerSchool:

1. Go to: Pepper Drive webpage: www.santeesd.net/pd
2. Go to: Parent Resources tab
3. Select PowerSchool
4. Input the ID and Password (note: Parent ID and Password can be personalized, and parents can set up an account so that PowerSchool will email a student's grade regularly).
5. When the course grades appear, you can hover the mouse over a grade and click. This will give you a listing of assignments and accompanying scores.
6. "T" refers to academic grades (test, homework, etc.), "E" refers to effort, and "C" refers to citizenship.

HOMEWORK

Homework is assigned to reinforce concepts, skills, and lessons taught during the day and/or to complete unfinished classwork. Middle School students will have between 60-80 minutes of homework each night.

- Students are responsible for completely and accurately recording their homework for each class in their student planner supplied by the school (grade 6) or in digital calendar (7th/8th grades).
- Homework is due the next class meeting unless otherwise stated. Students are expected to have all assignments completed and ready to turn in on the due date.
- Each student is responsible for completing homework and class assignments missed due to absence in accordance to the individual teacher's policy.

MATERIALS

Materials are loaned to students for their use during the school year. Students are responsible for taking care of the materials issued to them. Students are required to pay for any materials that are lost or damaged. Once provided, students are expected to have all materials needed for success each day (including PE clothes and charged iPad).

iPad	Varies	My iPad # _____	PE Lock replacement	\$5.00	
Science book	\$65.00	My book # _____	Social Studies book	\$60.00	My book # _____
Replacement Planner	\$5.00				

REPORT CARDS

Students will receive six formal reports on their grades during the year. Progress reports, a report of your child's mid-term progress, will be available for viewing online in September, January, and April. Report cards will be sent home in November, March, and June. Report cards are a permanent record of your child's achievement and are placed in your child's cum folder. 24/7 access to grades is available on PowerSchool.

CREATING A SAFE LEARNING ENVIRONMENT

A teacher must have the freedom to teach without interruptions, and fellow students have the right to learn without disturbances. Therefore, students will be held to the following expectations:

1) Student behaviors will not disrupt the teaching/learning process.

- Students will follow all established classroom rules and procedures.
- Students will engage with instruction and stay on task at all times.
- Students will follow all established procedures inside and outside the PE locker room.
- Students will be respectful of the learning environment.
- Students will refrain from bullying, intimidating, or threatening behaviors.
- Food and beverages are prohibited in the classroom unless for a specific activity approved by the teacher. Gum is NOT allowed on campus.
- Unauthorized electronic devices must be turned off and remain in students' backpacks.

2) Students will be courteous and respectful to their peers and adults on campus.

- All interactions between students and staff will remain positive and respectful.
- Students will keep hands, feet, and objects to themselves.
- Students will not go into others' backpacks or P.E. lockers.
- Students will not enter a teacher's area without permission.
- Students will refrain from public displays of affection.
- Students will keep the campus litter free.
- Students will follow the dress code.
- Students will not cause another student to feel uncomfortable and/or unsafe on school campus through teasing, spreading of rumors, intimidation, etc.

3) Students will come to class prepared to learn.

- Students are expected to have all assignments completed and ready to turn in on the due date.
- Students are expected to have their PE clothes for class every day.
- Students will have all necessary materials needed for success including charged iPad.
 - **NO sharpies or permanent markers in possession of students on campus.**

DISCIPLINE PROCEDURES

If a student should choose to disregard the Pepper Drive Middle School rules, the following procedure will take place:

- Step 1 Verbal Warning
- Step 2 Student conference with teacher, parent signature
- Step 3 Office visit, phone call home
- Step 4 Office visit, phone call home, administrative intervention
- Step 5 Student conference with parent/teacher/administrator, admin intervention

Severe disruptions will automatically be referred to the office.

All disciplinary actions requiring a step will be recorded on a student's step card which is to be in the student's binder at all times. New step cards will be given at the beginning of each trimester. **Lost Step Cards will be replaced and referred for administrative intervention.** Any step that was assigned during or after the report of the lost card will stand and be recorded onto the replaced step card.

As necessary, administrative interventions may include parent/teacher conferences, loss of privilege (LOP), loss of personal time, behavior contracts, etc...

ALCOHOL AND DRUG POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, illicit drugs, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school and a referral to an administrative review hearing; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

8th GRADE PROMOTION ELIGIBILITY

All 8th grade students must maintain a minimum cumulative grade point average of a 2.0 in **academics, citizenship, and effort** in order to have the privilege of participating in the promotion activities at the end of the school year. Furthermore, students may not have more than two out-of-school suspensions to attend the excursion activity.

ACTIVITY DAY ELIGIBILITY (approximately every six weeks)

All middle school students must maintain a minimum grade point average of 2.0 in academics, citizenship, and effort in order to have the privilege of attending planned middle school activities. Students receiving an office referral or administrative intervention from a step card may be ineligible. Students who have received in-school or out-of-school suspension will be ineligible (Loss of Privilege) for the next middle school activity. Activities may include dances, organized sporting competitions, field trips, and more. Some activities may include a small cost, but students will not be restricted on attending due to an inability to pay.

HONOR ROLL

Students who achieve a 3.5 GPA (or higher) in academics will be recognized as Honor Roll Students. Students achieving Honor Roll will be honored at the end of each trimester.

GUEST TEACHERS AND ASSEMBLIES

Visitors often form a lasting impression of our school and community by our behavior with guest teachers and at assemblies, therefore middle school students are expected to behave courteously. Students should give full attention and respect to guests and show appreciation appropriately. For example, clapping at the end of performances and full cooperation with requests made by guest teachers. Students unable to comply with this expectation will be directly referred to administration for consequences. Any student referred to the office by a guest teacher, or a regular teacher based on a guest teacher's experience, may receive in-school suspension at the discretion of administration.

SANTEE SCHOOL DISTRICT WELLNESS POLICY

The following regulations have been established as guidelines to reflect district practice in promoting student health and reducing childhood obesity:

- Rewards, celebrations, or school sponsored activities that include federally regulated non-compliant food will be limited to once per month. Celebrations will only be planned after lunch.
- Snacks served during the school day and in after school care or enrichment programs shall meet or exceed

the guidelines listed in the [Santee School District Wellness Policy](#). The school day is defined as midnight before school begins to one half hour after school ends. Please visit the Santee School District's Child Nutrition website for the full Student Wellness policy.

- All students in grades 1 – 8, including students with disabilities, special health-care needs, and in alternative educational settings, will participate in moderate to vigorous physical education for a minimum of 200 minutes every 10 days (Education Code Section 51210) for the entire school year.

APPROPRIATE SCHOOL ATTIRE

The following district guidelines shall apply to all regular school activities: (AR 5132)

1. For safety purposes, appropriate shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate death, violence, racial, ethnic or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors. (Religious exceptions apply.)
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder, low-cut tops, strapless or tube tops, backless shirts, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Pants must not be worn to expose undergarments or bare skin above the waist.
5. PE shorts may not be worn in classes other than physical education unless directed by PE teacher
6. Hair shall be clean and neatly groomed and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
7. Spiked jewelry and waist chains are prohibited
8. Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
9. Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
10. Overalls are considered pants and must have an appropriate shirt worn underneath.
11. Muscle shirts, tank shirts, or underwear shirts are prohibited may not be worn. Clothing that is suggestive or revealing will not be allowed.
12. Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).
13. Clothing that is considered nightwear (pajamas and slippers) may not be worn, with the exception of a designated day by the school.

Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day as long as these articles comply with the requirements in the district administrative regulations.

Please keep these guidelines in mind when buying clothing for children. Students who come to school in inappropriate dress will receive a step. Student will call home to have appropriate clothes brought to school from home or be given a school appropriate garment to wear for the remainder of the day. All Santee School District dress code requirements apply to Pepper Drive students.

Dear Parent/Guardian and Student,

We have read the Pepper Drive Middle School Handbook together, and we clearly understand the rules and expectations as stated in this handbook. As a parent/guardian, I will ensure that my child will do his/her best to adhere to these rules and expectations throughout the school year. Likewise, as a student, I will adhere to these rules and expectations throughout the school year.

Student Name: (print) _____ **Student Signature:** _____

Parent/Guardian Signature: _____ **Date:** _____